

DEPARTMENT OF ADMINISTRATION



AT&T ACH PAYMENT QUICK REFERENCE

State Controller's Office

Updated: 04/15/2021



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QUICK REFERENCE

Summary

The State of Wisconsin will begin paying AT&T via ACH in an effort to minimize account application errors and overall time committed to these accounts. The following will need to be used to make payments via ACH:

Supplier ID: 0000002071

Address ID: 2

Location ID: MAIN

Note: AT&T has authorized ACH payments for supplier ID "0000002071" ONLY

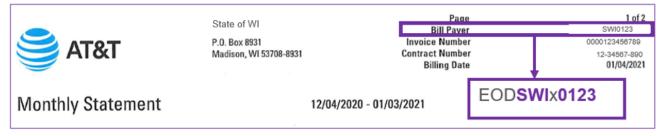
Definitions

Examples of how an AT&T Account Number may present on an invoice.

Example 1:

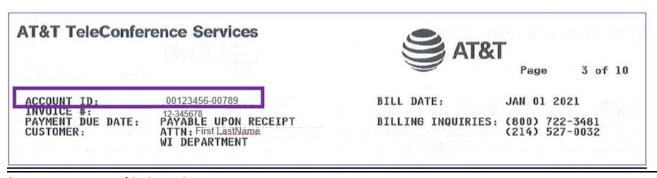
Bill Payer number should be entered as:

Account structure = EOD, 3 alpha character field, X, followed by Numeric to get the Account Number for entry



^{*}Do not use spaces/dashes when entering into STAR.

Example 2:



^{*}Do not use spaces/dashes when entering into STAR.

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Example 3:



^{*}Do not use spaces/dashes when entering into STAR.

Procedures/Steps

STAR Voucher Entry:

Enter the following Supplier Information:

Supplier ID: 0000002071

Address ID: 2 Location ID: MAIN

- Enter the AT&T Account Number as the Invoice Number on the voucher.
 You should include the AT&T account number that you want the payment to post to, DO NOT use spaces/dashes.
 - If for your own tracking purposes include additional information in this field, you will need to separate the AT&T account number from your tracking information by using the X as a field delimiter (no spaces/dashes between the account number and the letter X). The account number MUST come first.
 - For example, if your account number were 9988123456798 and you want to include the invoice number of 11446655, the field should look like: 9988123456798x11446655
 AccountnumberxInvoice
 - For example, if your account number were 9988123456798 and you want to include the date of June 13, 2012, the field should look like: 9988123456798x06132012
 AccountnumberxMMDDYYYY

The preferred method is to only include the Account Number in the Invoice Number field.

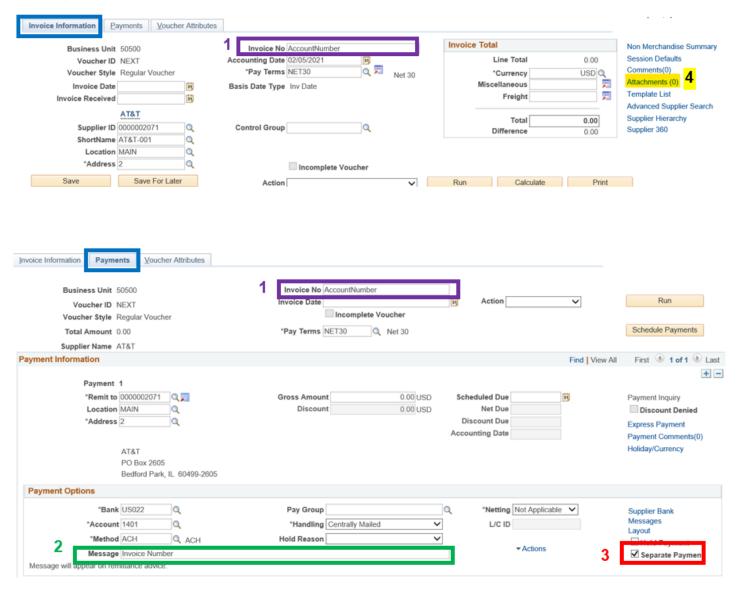
- 2. Enter the Invoice number in the Payment Message field
- 3. Verify the Separate Payment box has been checked (it should default as checked)
- 4. Please ATTACH a copy of the invoice to the voucher

All other aspects of voucher entry would be the same as normal.



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NOTE: AT&T ACH vouchers do have an additional approval level required, that routes to SCO. This approval is a temporary addition to review the formatting used on each voucher to ensure payments can be applied quickly.

If you have any questions or concerns regarding these procedures, please contact Kim Sell.





APPENDIX

References:

Finding Suppliers

Useful Links:

Agency AP Contact List

STAR Job Aids (STAR Connection)